Interpersonal Dynamics: We are all different. The Myers-Briggs Type Indicator® (MBTI®) classifies different ways that people relate to one another and provides powerful insights into our own communication styles and the communication styles of others. Understanding your style and how it compares to someone else's can lead to better communication, more productivity, increased employee satisfaction and ultimately better results.

Date: January 26, 2016  
Time: 9:00 AM-1:00 PM  
Location: BRB 253  
Class Instructors: Charles Haughton and Kathleen Stull

Crucial Conversations: Crucial Conversations is a two-day course that teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional or risky topics—at all levels. By learning how to speak and be heard (and encouraging others to do the same), you’ll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment. 

**NOTE: Participants must attend both days**

Day 1: February 18, 2016  
Time: 9:00 AM-5:00 PM  
Location: BRB 1412

Day 2: February 25, 2016  
Time: 9:00 AM-5:00 PM  
Location: BRB 1412  
Class Instructor: Laurie McGarvey

HR Policies Overview for Supervisors: What does the policy say? Some topics which will be discussed include: Recruitment/hiring, Conflict of Interest, Attendance, Progressive discipline/termination. 

**NOTE:** Participants must complete a 15-minute FLSA online module to participate in this course.

Date: March 17, 2016  
Time: 9:00 AM-12:30 PM  
Location: BRB 1412  
Class Instructors: Oforie Murray, Melissa Halpin, Michelle Hackett

Interviewing & Selection: Do you interview or hire staff? This session will help you learn how to: Design effective interviews, avoid illegal questions during an interview, select the best candidate.

Date: April 7, 2016  
Time: 9:00 AM-12:30 PM  
Location: BRB 1412  
Class Instructor: Charles Haughton

Performance Management: Effective supervision depends on building effective relationships with employees, setting performance expectations, providing feedback and taking corrective action, coaching and counseling, conducting effective performance appraisals, dealing with an employee who is not meeting expectations.

Date: April 28, 2016  
Time: 9:00 AM-12:30 PM  
Location: SCTR 9-146AB  
Class Instructor: Laurie McGarvey

Alphabet Soup of Supervision: What can get you fired? What can get you sued? Some topics which will be discussed include: Fair Labor Standards Act (FLSA), Sexual Harassment Awareness, Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Flexible Work Options. 

**Note:** Participants must complete a 15-minute Sexual Harassment Awareness online module to participate in this course.

Date: May 17, 2016  
Time: 9:00 AM-12:30 PM  
Location: BRB 1412  
Class Instructors: Robert Dugan, Rodolfo Altamirano, Sean Burke, Melissa Halpin, Helena Gibbons, Ralph Delucia